



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

**\$4,488 - \$5,618**

**CONSUMER SERVICES & MARKET CONDUCT BRANCH  
LOS ANGELES**

### **RESPONSIBILITIES:**

Under the general direction of the Consumer Services and Market Conduct Branch (CSMCB) Staff Services manager I, the incumbent will participate in systems projects by providing subject matter expertise and analysis representing the business side. The incumbent will serve as business analyst for Consumer Services Division driven system enhancements, provide business support for the development and implementation of information technology systems projects, and provide consultative services to management of others. The incumbent will support CSMCB management's decision making processes by retrieving data and providing the necessary reports and analysis. He/she will assist in the planning and evaluation of the Consumer Services Division's technological needs and projects the will facilitate the CSMCB's mission to enforce California's insurance regulations and assist consumers in an effective and efficient manner.

### **DESIRABLE QUALIFICATIONS:**

- Knowledge and experience in project management
- Ability to analyze, document, and interpret workflow processes and business rules
- Organize and establish workload priorities
- Have strong oral and written communication skills
- Possess strong analytical skills
- Demonstrate initiative, flexibility, and tact
- Gain and maintain the confidence and cooperation of those contacted during the course of work
- Have experience with Microsoft Word, Excel, Access, PowerPoint, Oracle Discoverer and/or other business intelligence tools

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Associate Governmental Program Analyst level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

06/08/15 MR

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### **DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### **APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Associate Governmental Program Analyst, PSN # 413-370-5393-XXX" ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Malinda Randolph at (916) 492-3308.

**FINAL FILING DATE:** June 22, 2015 by 5:00 p.m. – Close of Business

**NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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